

DEPARTMENT OF PUBLIC WORKS  
BUREAU OF CONTRACT ADMINISTRATION  
**MATERIALS CONTROL GROUP**

Victor Karayan, Supervisor

[bcamaterialscontrol@lacity.org](mailto:bcamaterialscontrol@lacity.org)

**Dispatch:** (213) 485-5080  
**Office:** [bcamaterialscontrol@lacity.org](mailto:bcamaterialscontrol@lacity.org)  
**E2020:** [bcamaterialscontrol@lacity.org](mailto:bcamaterialscontrol@lacity.org)

**SECTION A INTRODUCTION**

An overview of the Materials Control Group's authority, responsibilities, and activities.

**SECTION B INSPECTION REQUESTS (within 30 Miles)**

Dispatcher telephone numbers, and required information.

**SECTION C LIST OF FABRICATED ITEMS**

Items requiring shop inspection and how they are marked by Materials Control for incorporation into the Work.

**SECTION D APPROVAL OF THIRD PARTY INSPECTION**

Prime contractor request for inspection beyond the City's 30-mile radius; the information required in the Request Letter; the processing of third party inspection requests.

**SECTION E THIRD PARTY REQUEST LETTER SAMPLE**

A sample request letter illustrating the format AND information required to expedite the review of Third-Party Inspection requests.

Revision: October 2021

**DEPARTMENT OF PUBLIC WORKS  
BUREAU OF CONTRACT ADMINISTRATION  
MATERIALS CONTROL GROUP (MCG)**

**A. INTRODUCTION**

1. The Inspector of Public Works, through the Bureau of Contract Administration's Materials Control Group, has sole jurisdiction and responsibility for shop and batch plant inspection and/or material sampling and testing hereinafter collectively referred to as Shop Inspection. Shop Inspection cannot be approved, waived, or otherwise altered by any other City Department, Bureau, Division, or individual.
  
2. Shop Inspection is required on all materials and/or equipment so designated on the Contractor's approved shop drawings or contract documents (Submittals, RFI's, Change Orders, etc.) The contractor is responsible for contacting the Bureau of Contract Administration regarding scheduling of all Shop Inspection. The Contractor shall ensure that access to all approved submittals/shop drawings, specification sections and applicable codes, relevant to the items being fabricated, are made available at the location of the sourced inspection.
  - i. For Shop Inspection within a 30-mile radius of the City of Los Angeles, please refer to Section B.
  - ii. For Shop Inspection outside a 30-mile radius of the City of Los Angeles, the Contractor, at his own expense, shall engage an approved Third Party Inspection company. Please refer to Section D.
  - iii. In the event the City elects to perform Shop Inspection outside a 30-mile radius of the City of Los Angeles with Materials Control Groups personnel, the contractor shall coordinate with MCG at least two weeks before inspection is required to allow for arrangements to be made. The Contractor will be required to pay for all costs associated with this inspection and testing, except the Inspectors' wages. **No WAIVERS of inspection will be granted** without approval from MCG supervisor. No other department can approve or grant waivers.
  
3. No Shop Inspection will be provided at the project site for materials and/or equipment that are required to have prior **Shop Inspection**. Any deviations to these requirements shall be submitted to the BCA MCG prior to any work being performed or items arriving at the site. No source inspections will be conducted at the project site. MCG **WILL NOT** review or inspect any fabricated products or materials which have either had fabrication completed or have already shipped to the site.
  - i. **ALL ITEMS THAT HAVE BEEN FABRICATED AND OR SHIPPED TO THE SITE WITHOUT PROPER SOURCE INSPECTION ARE SUBJECT TO REJECTION.**

4. Payment will not be made for any material, and/or equipment delivered to the job site for which prior Shop Inspection was required and none was provided.
5. All deliveries of shop inspected fabricated items must have the following documentation:
  - i. Original “Yellow Shop Inspection Tag.” or Third Party Inspector’s equivalent
  - ii. Copy of the bill of lading and/or delivery receipt for material and/or equipment shipped under the “Yellow Tag.”

**Note:** Some items that have been Shop Inspected will have the approved L.A. City stamp on them in lieu of “Yellow Tag”. **Green Traveler** tags are not final release or approval tags.

If you have any questions please contact BCA Materials Control Group Supervisor Victor Karayan, or his authorized representative, at [bcamaterialscontrol@lacity.org](mailto:bcamaterialscontrol@lacity.org).

## **B. INSPECTION REQUESTS (within 30 Miles)**

### **SHOP FABRICATION INSPECTION REQUESTS**

All requests for shop inspection shall be made by the fabricator before noon of the working day prior to the requested inspection. Inspections can be scheduled by calling the dispatch number or by using the automated online web site. All requests shall be made prior to any work or fabrication taking place (including but not limited to cutting, punching, welding, coating, galvanizing, etc.) :

**Dispatch – (213) 485-5080**  
<https://bcainspection.lacity.org>

Requesters shall be prepared to provide the following information:

- **City Job Title**
- **City Job Work Order number**
- **Job submittal number**
- **Address of the facility where inspection is to be performed**
- **Phone number at the inspection location**
- **Name of contact person at inspection location**
- **Item(s) to be inspected**
- **Date and time of the requested inspection**

### **CONCRETE & ASPHALT PLANT INSPECTION REQUESTS**

All requests for concrete or asphalt plant inspection shall be made through the Bureau of Contract Administration Dispatcher’s Desk or online web site. All plants shall be on the Bureau of Contract

Administration Materials Control Group’s APPROVED PLANT LIST. Requests shall be made before noon of the working day prior to the requested inspection:

**Dispatch – (213) 485-5080**  
<https://bcainspection.lacity.org>

Requesters shall be prepared to provide the following information:

- **City Job Title**
- **City Job Work Order number**
- **Project location and address**
- **Contractor**
- **Field Inspector**
- **Date and time of delivery to Job**
- **Quantity**
- **Mix Design**
- **Approved Plant Name and Location**

**NOTE FOR BOTH SHOP AND PLANT REQUEST: Emails or calls sent to Materials Control Group will not be considered as an inspection request. All shop or plant requests must go through the dispatch system. Each calendar day of shop or plant inspection will require individual inspection requests from the contractor.**

### **C. PRODUCT LISTING**

The following is a list of common fabricated items and should not be construed as an all-inclusive list requiring shop inspection. It shows which items require shop inspection by the Materials Control Group, and also shows how the items are marked for identification. **Please refer to this list before calling the Materials Control Group. It may answer your questions and save time for all concerned.** If you have any further questions contact Materials Control Supervisor Victor Karayan, or his authorized representative, at [bcamaterialscontrol@lacity.org](mailto:bcamaterialscontrol@lacity.org).

<b>ACTIVITY</b>	<b>SPEC. SEC.</b>	<b>INSP. REQ'd</b>	<b>PRODUCT IDENTIFICATION</b>	<b>NOTES</b>
Aluminum Fabrication	05500/05520 08000	YES	Inspector Witness – Yellow Tag	See G.N.1
Aluminum Railings	05520/05500	YES	Yellow Tag	See G.N.5,1
Anchor Bolts-Galvanized	05500	YES	Yellow Tag	See G.N.18
Anodizing	05035/09800	YES	Yellow Tag	See G.N.18
Asphalt Concrete	02710	YES	Batch Plant Inspection Report #1101	See G.N.8
Base Material	Gen.Cond.0030	NO	Standards Division Approves Source	
Bearing Pads	05120	YES	Yellow Tag	See G.N.30
Bitumen	07160	YES	Inspector Witness & Measure Thickness	See G.N.18

## C. PRODUCT LISTING (cont.)

ACTIVITY	SPEC. SEC.	INSP. REQ'd	PRODUCT IDENTIFICATION	NOTES
Boilers	11915	YES	Yellow Tag	See G.N.7
Bolting	05120	YES	Inspector Witness – Yellow Tag	See G.N.2
Cabinets-Wood	06200	NO		See G.N.17
Castings	05530	YES	Stamped “ <b>LA City Approved</b> ”	See G.N.4
Catch Basins	02545	YES	Yellow Tag for Bulb Angle & Grating	See G.N.11
Chain Link Fabric	02821	YES	Yellow Tag	See G.N.18
Coatings	Div. 9	YES	Inspector Witness & Measure Thickness	See G.N.18
Compressors	15530	YES	Yellow Tag	See G.N.20
Concrete	03100	YES	Batch Plant Inspection Report #1101	See G.N.8
Concrete-Fiberglass Reinf.	13390/13110	YES	Batch Plant Inspection Report #1101	
Concrete-Mix Designs	03300	YES	Batch Plant Inspection Report #1101	See G.N.8
Concrete-Precast	03400	YES	Stamped “ <b>LA City Approved</b> ”	See G.N.9
Concrete-Prestressed	03230/02465	YES	Yellow Tag or Stamped	See G.N.9
Concrete Vaults	02585	YES	Stamped “ <b>LA City Approved</b> ”	See G.N.11
Conveying Systems	Div.14	NO		See G.N.19
Cranes Systems	14320/14600	YES	Yellow Tag	See G.N.19
Door Frames-Metal	08110	YES	Yellow Tag	See G.N.6
Doors-Metal	08110	YES	Yellow Tag	See G.N.6
Ductwork-Fiberglass	15210	YES	Yellow Tag	See G.N.26
Ductwork-Flexible	15210	NO		See G.N.26
Ductwork-Metal	15210	NO		See G.N.26
Ductwork-Stainless Steel	15210	YES	Yellow Tag	See G.N.26
Electrical-Motor Control	16200	YES		See G.N.24
Electrical-Motor	16490/15380	YES	Yellow Tag	See G.N.20
Electrical-Panels	16330	YES	Yellow Tag	See G.N.22
Electrical-Switchgear	16270	YES	Yellow Tag	See G.N.22
Electrical-Testing	16030	YES	Inspector Witness	See G.N.24
Electrical-Transformers	16320	YES	Yellow Tag	See G.N.22
Electrical-Basic Materials	16100	NO		See G.N.24
Electrical-Wiring	16150/16160	YES	Inspector Witness	See G.N.23
Elevator	14200/14241	NO		See G.N.19
Escalators	14000	NO		See G.N.19
Fiberglass	06610	YES	Yellow Tag	See G.N.29
Frames-Cold-Formed	05400	NO		
Forgings	Div. 5	YES	Stamped “ <b>LA City Approved</b> ”	See G.N.4
Galvanizing	Div. 5/05500	YES	Inspector Witness -- Yellow Tag	See G.N.18
Gaskets	07900/02585	YES	Yellow Tag	See G.N.11
Generators	16410	YES	Yellow Tag	See G.N.22
Glue-Laminated Beams	06181	NO	Certificate of Compliance (Forestry)	See G.N.16
Gratings	Div. 5	YES	Yellow Tag	See G.N.4
Grout	04230	YES	Batch Plant Inspection Report #1101	See G.N.13

## C. PRODUCT LISTING (cont.)

ACTIVITY	SPEC. SEC.	INSP. REQ'd	PRODUCT IDENTIFICATION	NOTES
Gypsum	09200	YES	Batch Plant Inspection Report #1101	See G.N.13
Gypsum -Fiberglass Reinf.	09250	YES	Batch Plant Inspection Report #1101	
Hoists	14600	YES	Yellow Tag	See G.N.19
HVAC	15500	NO		See G.N.25 & 26
Linings-Pipe	09800	YES	Inspector Witness – Yellow Tag	See G.N.18
Lumber	06100	NO	Treated lumber stamped “LA”	See G.N.16
Masonry	04230	NO	See G.N.14	
Mechanical Equipment	Div. 15	YES	Yellow Tag	See G.N.20
M.H.-Frames/Covers Cast Iron	02585	YES	Stamped “LA” on Cover & Frame	See G.N.4
M.H.-Frames/Covers Steel	02585	YES	Stamped “LA” on Inner-Cover only	See G.N.4
M.H.-Precast w/ Epoxy Coating		YES	Stamped “LA” or Yellow Tag	
M.H.-Shafts/Grade Rings	02585	YES	Stamped “LA” or Yellow Tag	See G.N.11
Millwork	06200	NO		See G.N.17
Misc. Metal Fabrication	05500	YES	Yellow Tag	See G.N.1
Mortar	04230	NO		See G.N.13
Motors	15380	YES	Yellow Tag	See G.N.20
Non-Destructive Testing	05120	YES	Inspector Witness	See G.N.1
Painting (Coating Systems)	Div.09	YES	Yellow Tag	See G.N.18
Pilings	Div.02,03	YES	Yellow Tag	See G.N.9 & 1
Pipe-Ductile Iron	15700	YES	Yellow Tag	See G.N. 15
Pipe-Fiberglass	13390	YES	Yellow Tag	See G.N.15
Pipe-Plastic				See G.N.28
Pipe-Reinforced Concrete	02560/02565	YES	<b>LA City Approved</b> stamp w/ a 3-digit # if approved, 5-digit # if <b>not</b> approved	See G.N.11
Pipe-Stainless Steel	05500	YES	Yellow Tag	
Pipe-Steel	15720/15730	YES	Yellow Tag	See G.N.15
Pipe-Supports	15340	YES	Yellow Tag	See G.N.15
Pipe-Vitrified Clay	Div.15	NO	Standards Division Will Stamp 3-digit and “ <b>LA City Approved DPW</b> ” Inside Full Lengths of Pipe	See G.N.15
Pipe-Welding	15000	YES	Yellow Tag	See G.N.15
Plastic Liner	09800	YES	Yellow Tag	See G.N.28 (a)
Pressure Tanks	13320	YES	Yellow Tag	See G.N.7
Pullbox–Street Light and Traffic Signal	03400	YES	Stamped “ <b>LA City Approved</b> ” on the Inside of the Box	
Pumps	Div.11/15080	YES	Yellow Tag	See G.N.20
PVC-Liner	02550	YES	Stamped “ <b>LA City Approved</b> ”	See G.N.28 (a)
Railings	05520	YES	Yellow Tag	See G.N.5

## C. PRODUCT LISTING (cont.)

ACTIVITY	SPEC. SEC.	INSP. REQ'd	PRODUCT IDENTIFICATION	NOTES
Reinforcing Steel(Rebar)	03200		<b>See General Note 3</b>	See G.N.3
Sandblasted Steel Items		YES	Inspector Witness	
Slide Gates	11815	YES	Yellow Tag	See G.N.21
Sluice Gates	11820	YES	Yellow Tag	See G.N.21
Steel-Doors	08110	YES	Yellow Tag	See G.N.6
Steel-Stainless	05500	YES	Inspector Witness – Yellow Tag	See G.N.1
Steel-Structural	05120	YES	Yellow Tag	See G.N.1
Steel-Supports	05120	YES	Yellow Tag	See G.N.1
Store Fronts	08410	YES	Yellow Tag	See G.N.27
Street Light Standards	03400/5120	YES	Stamped <b>“LA City Approved”</b> or <b>“Third Party Insp. Agency”</b>	See G.N.10
T-Lock Liner	02550	YES	Yellow Tag	
Tanks-Steel	13310	YES	Yellow Tag	See G.N.7
Tanks-Storage	13330	YES	Yellow Tag	See G.N.7
Tree Well-Architectural	Div.5	YES	Stamped <b>“LA”</b> or Yellow Tag	
Tree Well-Cast Iron	Div.5	YES	Stamped <b>“LA”</b> or Yellow Tag	
Tree Well-per Std. Plans		NO		
Vaults	Div.3,5/02585	YES	Stamped <b>“LA City Approved”</b>	See G.N.11
Valves	Div.15	YES	Yellow Tag	See G.N.20
Welding	05120	YES	Inspector Witness – Yellow Tag	See G.N.1
Wire Rope		YES	Yellow Tag	
Wood-Cabinets	06200	NO		See G.N.17
Wood-Paneling	06200	NO		See G.N.17
Wood Trusses-Engineered		NO	Provide Manufacturer’s Certification	

### C. PRODUCT LISTING (GENERAL NOTES)

1. Fabrication of ferrous and non-ferrous materials which may include but not limited to welding, high-strength bolting or non-destructive testing shall be shop inspected.
2. Bolting with ASTM A-325 bolts, ASTM A-490 bolts, or other alternative fasteners shall require LADBS Deputy Inspection. Inspection shall occur at the location of final installation. Bolting with ASTM A-307 bolts does not require shop inspection.
3. Reinforcing steel DOES NOT require shop inspection UNLESS one of the following conditions takes place at the source: large engineered piles or cages, grade beams, use of mechanical couplers or terminator heads, shop welding, hoop welding, coating and or galvanizing, etc. If none of the listed conditions apply, Reinforcing Steel may be shipped to the site with sample bars, provided approval from the Inspector of Record (IOR). All material shall be properly identified with clearly labeled tags that contain the heat #'s of the material. MTR's shall be provided that correspond with the heat #'s. Sample bars shall be provided per SSPWC section 201-2.4.2 & Table 201-2.4.2(A). All sample bars shall also be properly tagged with the heat #'s and total weight of material being used. Inspection of plain reinforcing steel at the source may be performed as a courtesy for the project but is not required. Only the items listed above require a YELLOW INSPECTION TAG to release material to the project site.
4. All forgings and castings made at the foundry shall be shop inspected, approved, and stamped or released with a Yellow Tag prior to delivery to the job site.
5. Metal stairways, platforms and handrails require shop inspection for material ID, joint fit up, welding, and any specified coatings.
6. Metal door and frame fabrication requires shop inspection for material ID, fabrication, and coating.
7. Pressure tanks, boilers, and related equipment do require shop inspection of fabrication, welding, and testing.
8. Concrete, asphalt-concrete, and mix designs may be inspected at batch plants (See Section 2.1.1. of the Standard Specifications for Public Works Construction). Conformance to the specification can be verified at the batch plant or on the project site.
9. Both pre-cast and pre-stressed concrete are subject to shop inspection and approval before delivery to the job site.
10. Street lighting standards of either steel or concrete are required to be shop inspected.
11. Reinforced concrete vaults, catch basins, and reinforced pipe are required to be shop inspected (See General Note #9). Manhole shafts and grade rings without reinforcing steel or linings do not require shop inspection. Gaskets used for reinforced concrete pipe require testing.



## C. PRODUCT LISTING (GENERAL NOTES)

12. Not used.
13. Mortar and gypsum products that are mixed at the job site from approved packages will be inspected by the Field Inspector.
14. CMU (Concrete Masonry Units) shall be inspected and sampled at the job site.
15. Fabrication of Pipe/Spools as well as welded supports, coatings & Linings require shop inspection. VCP (Vitrified Clay Pipe) is exempt, as are non-welded pipe supports which can be classified as standard, or catalog, items. Standards Division will provide the inspection and testing for VCP.
16. Shop inspection is not required for lumber. Glue-laminated products do not require shop inspection, **unless it is an architectural piece**, which will require shop inspection. Each “Glue-Lam” comes with an individual Certificate of Compliance., and must be provided to the Field Inspector.
17. Millwork and wood products are not required to be shop inspected, unless the Contract Specifications call for equivalency, or inspection, by W.I.C. (Woodworking Institute of California).
18. Specified coatings including, but not limited to, anodizing, bitumen, galvanizing, polyvinylidene fluoride, and pipe linings and coatings shall be shop inspected
19. Conveying equipment, such as elevators, escalators, or conveyors, are exempt from shop inspection. However, the structural framework of escalators, hoists, cranes, and lifts, do require shop inspection.
20. Mechanical equipment, such as compressors, pumps, motors, and valves require shop inspection for fabrication, testing (factory witness, performance, hydrostatic, sound, etc.) and any specified coating. The CONTRACT SPECIFICATIONS dictate the inspection requirements.
21. Fabrication of sluice gates and slide gates are subject to shop inspection for fabrication, welding, and coating.
22. Transformers rated at 600 Volts and higher, transformers rated at 100 KVA and higher. Generators, switchgear, and complex wired panel boards do require shop inspection. The CONTRACT SPECIFICATIONS dictate the inspection requirements.
23. Shop wired and assembled electrical panels require shop inspection to verify conformance with applicable Contract Specification.

## C. PRODUCT LISTING (GENERAL NOTES)

24. Factory Acceptance Testing (FAT) specified in the Contract Specifications including, but not limited to, voltage, grounding, loads, performance, or noise levels, will require shop inspection.
25. HVAC (heating, ventilation, and air conditioning) does not require shop inspection. However, each HVAC submittal should be evaluated for possible inspection requirements
26. No shop inspection required for Standard Sheet Metal or Flexible ductwork items.
  - a. Ductwork made of aluminum, stainless steel, or fiberglass will require shop inspection.
27. Storefronts and wall systems are shop inspected. Fixed windows are standard items and do not require shop inspection.
28. Plastic pipe, such as PVC does not require shop inspection. All other plastic pipe (ABS, Polyethylene, Polypropylene, etc.) inspection requirements are dictated by the project specifications or SSPWC and may require shop inspection and testing.
  - a. Extruded plastic liner will require shop inspection.
29. Fiberglass products require shop inspection. Inspections shall be conducted per the project specifications or SSPWC.
30. Elastomeric bearing pads shall be inspected, sampled and tested according to Cal-Trans OSM QASI Manual section 51-E and AASHTO LRFD Bridge Design Specifications sections 14.6 & 14.7.

## **D. THIRD PARTY INSPECTION APPROVAL PROCEDURES**

1. The Inspector of Public Works of the Bureau of Contract Administration, Department of Public Works, has the responsibility and authority for approving third party testing and inspection laboratories. The Supervisor of the Materials Control Group acts on behalf of the Inspector of Public Works to complete these tasks. All approved agencies act on the behalf of the BCA Materials Control Group as Quality assurance, the Contractor is responsible for all Quality Control operations. The agency shall be engaged by the prime contractor at his expense and not at the expense of the City. Approval of the agency by Materials Control Group does not alleviate the Contractors responsibility to perform work per the approved contract.

2. Per the contract documents, all material and fabricated items originating outside the 30-mile geographic limits from the City of Los Angeles will require inspection/testing. These source inspections are performed by a third party inspection or testing agency that has been approved by the Supervisor of the BCA Materials Control Group. The prime contractor shall comply with the following procedures in a timely manner. Such compliance will help to eliminate possible disruption of the contractor's schedule of operation and to minimize resulting delays and unnecessary expense to the City of Los Angeles and/or the contractor.

3. The Contractor shall submit a third-party inspection request to the Materials Control Group in sufficient length of time in advance of the required inspections or testing, but at least a minimum of two weeks prior to the start of any fabrication that requires inspection or testing. This time period is to allow for review and approval of the request.

4. The City of Los Angeles has a contract only with the prime contractor. The City of Los Angeles has no Third Party agreement with any subcontractor, plant, manufacturer, or fabricator. All are considered employees of the Prime Contractor and the Prime Contractor shall be responsible for their work. Therefore, all requests for the approval of a third party inspection or testing company shall be from the **prime contractor**, typewritten on the prime contractor's letterhead, and addressed to the supervisor of the Materials Control Group as follows:

Victor Karayan, Principal Construction Inspector  
Materials Control Group  
Bureau of Contract Administration  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

5. The letter requesting approval of a third party test lab or private inspection company shall contain **all** of the following information (See the sample letter on page 12):

## **D. THIRD PARTY INSPECTION APPROVAL PROCEDURES**

### **PROJECT DATA:**

- a. Complete title of the project.
- b. The project work order number.
- c. The approved submittal number(s) and a brief description of the item(s) to be inspected tested with their Specification Division and Section number.

### **PROPOSED INSPECTION:**

- i. Names of **TWO** (2) proposed testing laboratories or inspection companies.
- ii. Addresses and telephone numbers of the proposed test labs/inspection companies.
- iii. Contact person at the proposed test labs/ inspection companies.
- iv. Description and history of the proposed test laboratories/inspection companies
- v. Resumes of at least **TWO** (2) inspectors (primary and alternate) **who WILL perform the physical inspections.**

### **FABRICATOR DATA:**

1. Company name, address, and telephone number of the actual production site for each fabricator.
  2. Contact person at each fabricator,
  3. Fabrication schedule.
6. The prime contractor will be notified by letter if the testing laboratory/ inspection company is approved. A letter of approval will include various conditions and instructions for the prime contractor to facilitate the coordination of fabrication and third party inspection.
7. Any product requiring inspection that is delivered to the job site without having been inspected and approved by the Bureau of Contract Administration or an approved third party inspection agency will be rejected by the Project Inspector. The Materials Control Group will not perform any inspection at the job site. It is the prime contractor's responsibility to ensure that all items requiring shop inspection are inspected at their source by the Materials Control Group, or by an inspection or testing laboratory that has been approved by the Materials Control Group.

**Note: In addition to the approval of the Bureau of Contract Administration, approval may be required from the Department of Building and Safety, Materials Control Group, for certification of both the manufacturer of structural items/materials and the testing laboratory/inspection company. For certification information contact:**

Tim Day, Senior Building Inspector tim.day@lacity.org  
John Carpenter, Senior Building Inspector john.carpenter@lacity.org  
Materials Control Section  
Dept. of Building and Safety  
Telephone (213) 482-0390/0388

If you have any questions regarding this procedure, email Materials Control at [bcamaterialscontrol@lacity.org](mailto:bcamaterialscontrol@lacity.org)

## E. THIRD PARTY REQUEST SAMPLE LETTER

### FRANKLIN & SONS CONSTRUCTION CO.

2417 W. Wilshire BL, Suite 1411  
Los Angeles, CA 90017

Victor Karayan, Principal Construction Inspector  
Department of Public Works  
Bureau of Contract Administration  
Materials Control Group  
1149 S. Broadway, Suite 300  
Los Angeles, CA 90015

October 1, 2021

Dear Mr. Karayan:

**HTP-IPS Screw Pumps Replacement Phase II (CIP-2260) W.O. SZH11179**

This letter is a request for approval of the third party inspection agency for the fabrication of the **Fiberglass Reinforced Plastic Covers**, Specification Section 13209, for the above referenced project. The information, per Specification Section 01453, is as follows:

1. Project Title – **Intermediate Pumping Station Screw Pumps Replacement Phase II**
2. Work Order # – **SZH11179**
3. **Proposed Inspection Agency (#1)** – **Materials Design Evaluation, Inc.**
4. Address of Inspection Agency – **115 Technology DR, Suite 150,  
Pittsburgh, PA 15275**
5. Phone Number of Agency – **(412) 809-9036**
6. Description/History of Agency – **See attached**
7. Resumes of (2) Two Inspectors – **See attached**
8. **Proposed Inspection Agency (#2)** – **On-Site Technical Services**
9. Address of Inspection Agency – **12842 Valley View, Suite 104,  
Garden Grove, CA 92845**
10. Phone Number of Agency – **(714) 903-3990**
11. Description/History of Agency – **See attached**
12. Resumes of (2) Two Inspectors – **See attached**
13. Approved Submittal Number(s) – **R0-016**
14. **Name of Fabricator(s)** – **Strongwell Fabrication, Inc.**
15. Address of Fabricator – **400 Commonwealth AV,  
Bristol, VA 24203**
16. Phone Number of Fabricator – **(276) 645-8001**
17. Fabricator Contact – **Ed Balaban**
18. Fabrication Start – **July 26, 2009**

Please let me know if you require any further information. I will appreciate any effort you can make to expedite the approval of an agency so we can begin the fabrication process as soon as possible.

Sincerely, Gerald Franklins, Project Manager  
Franklins & Sons Construction Company (714) 555-1212